

DD/S 00-5209

Personnel 3

13 OCT 1966

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Length of Service Certificates

1. Attached is a roster of the members of your Office who, as of 17 September 1966, have completed 10 and 15 years of CIA service. Also attached are their individual certificates which you will want to present to them.

2. Certain controls must be observed, of course, in releasing these certificates. Many employees can properly retain their certificates and display them to friends and associates. Others cannot. The current or past cover status of an employee and his possible future assignments, including TDY, are factors to be considered in making this determination. In those instances where it is considered inadvisable for an employee to retain his certificate, it is suggested that after the formal presentation ceremony the certificate be returned for safekeeping and later released to the individual when appropriate. In view of the importance of this determination, you may in doubtful cases wish to return the certificate to the Executive Secretary of the Honor and Merit Awards Board for release at a more appropriate time.

3. The HMAE Executive Secretary has asked to be informed of the dates on which your presentation ceremonies are held.

STATINTL

SIGNED Alan M. Warfield

Alan M. Warfield
Acting Deputy Director
for Support

Distribution:

Orig - O/C w/atts

1 - Each other adse w/atts

1 - DD/S Subject w/att 3 *+ w/ background (DD/S CG-S/S)*

1 - DD/S Chrono

AEO-DD/S:WFV:ews (3 Oct 66)

STATINTL

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

INTERNAL USE ONLY

1947 - 1966



SIXTH ANNUAL AWARDS CEREMONY

19 SEPTEMBER 1966

ADMINISTRATIVE
INTERNAL USE ONLY

STATINTL

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

ADMINISTRATIVE
INTERNAL USE ONLY

PROGRAM

The National Anthem ASSEMBLY

STATINTL

Opening Remarks MR. EMMETT D. ECHOLS
Director of Personnel

Presentation of Length of Service Certificates
and Address MR. RICHARD HELMS
Director of Central Intelligence

Introduction of the Vice-President MR. RICHARD HELMS
Director of Central Intelligence

Remarks THE HONORABLE HUBERT H. HUMPHREY
Vice-President of the United States

Music

STATINTL

Floral Arrangements FOUR SEASONS GARDEN CLUB

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

HONOR AWARDS

Awarded
During Year Ending September 1966

DISTINGUISHED INTELLIGENCE MEDAL	9
INTELLIGENCE STAR	9
INTELLIGENCE MEDAL OF MERIT	36
CERTIFICATE OF MERIT WITH DISTINCTION	52
CERTIFICATE OF MERIT	32

SUGGESTION AND INVENTION AWARDS

Awarded
During Year Ending September 1966

One hundred and five persons were awarded certificates and cash amounting to \$13,417.00.

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

PUBLIC SERVICE AWARDS

**NATIONAL CIVIL SERVICE LEAGUE CAREER SERVICE AWARD
NOMINEE FOR 1966**

Dr. R. Jack Smith, now Deputy Director of Intelligence, was nominated as the Agency's candidate for the 1966 Career Service Award granted by the National Civil Service League. The League grants awards each year to ten career employees who exemplify in an outstanding manner efficiency, character, service, and achievement. In making the nomination, the Director said of Dr. Smith:

"I welcome the opportunity of nominating Dr. R. Jack Smith, the Director of Current Intelligence in the Central Intelligence Agency, for the 1966 Career Service Award. Dr. Smith's fine performance in the demanding and exacting profession of intelligence production and reporting ranks him as one of the top intelligence analysts in our country and an outstanding expert on foreign affairs. The quality and quantity of intelligence produced under Dr. Smith's direction, particularly during the Cuban crisis and the increasing involvement of the United States in Vietnam, has won wide acclaim in the United States intelligence community. I believe his professional competence and leadership and his contributions to our national security merit public recognition."

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

STATINTL

FEDERAL WOMAN'S AWARD FOR 1966

[redacted] Office of Current Intelligence, was nominated as the Agency's candidate for the Federal Woman's Award for 1966. This award is given annually to six women who have made outstanding contributions to the efficiency and quality of the Federal career service. In nominating [redacted] the Director stated:

STATINTL

STATINTL

STATINTL

"... the Central Intelligence Agency welcomes the opportunity to submit for the 1966 Federal Woman's Award the nomination of [redacted] a senior intelligence research analyst who is known in the United States intelligence community as a highly competent specialist on Vietnam and Southeast Asia affairs. [redacted] career in this Agency has been exceptional, and I believe her contributions to national security efforts merit public recognition."

WILLIAM A. JUMP MEMORIAL AWARD NOMINEE FOR 1966

Mr. John M. McMahon, Deputy Director of the Office of Special Projects, was nominated as the Agency's candidate for the William A. Jump Memorial Award, and was awarded the "Certificate of Recognition."

This award is presented annually to young Federal employees in recognition of outstanding accomplishments in the field of public administration.

In forwarding Mr. McMahon's nomination, the Director stated:

"Mr. McMahon has demonstrated during his fifteen years in the Central Intelligence Agency that he possesses executive-management ability to an extraordinary extent for an individual of his age and experience. His unusual talents in the fields of personnel management, financial administration, program analysis, organization, planning, and policy direction have accelerated his career advancement to a top executive position in one of the Agency's most important technological programs. He is a dynamic young administrator whose leadership and notable contributions to the effective management of this Agency are exceptional."

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

ARTHUR S. FLEMMING AWARDS NOMINEE FOR 1966

Dr. Albert D. Wheelon, Deputy Director for Science & Technology, was nominated by the Agency as its candidate for the Arthur S. Flemming Award sponsored by the Junior Chamber of Commerce of Washington, D. C.

These awards are granted to young men in the Federal service for their outstanding work or major accomplishments in executive, administrative, scientific, and technical fields.

In nominating Dr. Wheelon, the Director stated:

"Dr. Wheelon, a brilliant and imaginative research scientist, has had a key role in the development and direction of the Agency's scientific research and technological programs. He has an outstanding record of academic preparation, professional competence and scientific leadership in the intelligence community of the United States. He has provided leadership, both as a scientist and as an administrator, in the management of complex scientific programs during a period when the development of scientific and technological capabilities has been of critical importance to the security of our nation. I believe his outstanding contributions to the scientific intelligence efforts of the United States and to the field of science merit public recognition."

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

STATINTL CAREER EDUCATION AWARD WINNERS

[redacted] were granted Career Education Awards by the National Institute of Public Affairs for graduate study during the academic year of 1966-1967. [redacted] a careerist in the Office of Central Reference of the Directorate of Intelligence whose work has been in systems analysis and electronic data processing, is currently studying the managerial aspects of electronic data processing at the University of Indiana. [redacted] a careerist in the Office of Security of the Support Services whose Agency experience has been within a broad range of security activities, is attending Stanford and specializing in administrative law and government organizations.

STATINTL

STATINTL

The Career Education Awards Program enables the winners to pursue individual courses of study at outstanding participating universities without adhering to the restrictions of an established curriculum. The winners are selected by the Institute on the basis of their intellectual ability, their outstanding performance in the Agency, and their high potential for leadership and executive responsibility.

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

STATINTL

FELLOWSHIP IN CONGRESSIONAL OPERATIONS

[redacted] were granted Fellowships in Congressional Operations for the period beginning mid-November 1966 and extending to September 1967. The Fellowships are granted annually by the Civil Service Commission in cooperation with the American Political Science Association with a goal of providing the winners with a sound grasp of Congressional responsibilities and their relationships to the overall process of government.

STATINTL

[redacted] a careerist with the Office of Special Activities in the Directorate of Science and Technology, and [redacted] a careerist in the Office of Domestic Contact Services in the Directorate of Intelligence, were selected from a record number of young men and women from the executive agencies of the Government. Both will spend the nine months on assignment to offices of United States Senators and members of the House of Representatives, and they will have the opportunity to participate in weekly seminars chaired by leaders in the Congress and in other branches of the Government.

STATINTL

STATINTL

PAPERWORK MANAGEMENT AWARD

[redacted] Records Administration Officer, was nominated as the Agency's candidate for the Federal Paperwork Management Award. This award is presented annually in recognition of outstanding leadership and excellence in promoting effective management of paperwork in the Government.

STATINTL

STATINTL

In forwarding [redacted] nomination, the Director stated:

[redacted] has relentlessly pursued a program of improving the Agency's records and paperwork management for a period of fifteen years. Largely as a result of his professional competence and his leadership, we have an Agency-wide program which has significantly benefited the intelligence collection efforts of the Central Intelligence Agency and other elements in our intelligence community. I think his success in applying sound administrative principles to our Agency's complex and unique problems of records management and his efforts to inspire others to improve paperwork management merit public recognition."

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

SIGNIFICANT SUGGESTION AWARDS

STATINTL

[redacted] a Logistics careerist assigned to the Clandestine Services, received a \$5,000 award for his contributions to vehicular and construction programs. His achievements saved approximately \$1,900,000 in addition to exceptional intangible benefits for U.S. Government objectives abroad. The Director also awarded the Intelligence Medal of Merit to [redacted] for his remarkable accomplishments.

STATINTL

STATINTL

[redacted] the Directorate of Science and Technology and [redacted] of the Directorate of Intelligence have been nominated for Presidential recognition for a most significant development that produced cost avoidance results.

STATINTL

[redacted] of the Office of Logistics shared honors with [redacted] assigned to the Department of the Navy, for their invention. They received an award in July 1963 for their original development which, it was estimated, would have cost at least \$250,000 if given to an outside contractor for solution. They received an additional award of \$750 from the Department of the Army through the Interdepartmental Referral Program.

STATINTL

[redacted] Technical Services Division, was awarded a total of \$625 for cost reduction innovations which resulted in savings in excess of \$12,500.

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

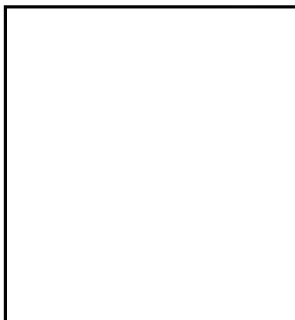
SAFE DRIVER AWARDS

The National Safety Council has certified that the following persons have earned Safe Driver Awards during Fiscal Year 1966:

Fifteen Years:

STATINTL

Ten Years:



ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

STAT

26 SEP 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Ten and Fifteen Year Longevity Certificates

1. The attached rosters of persons in the Support Services list the names of individuals who have completed 10 and 15 years of service in this Agency as of 17 September 1966. Their individual certificates are enclosed.

2. The issuance of these certificates calls for certain controls to insure that their possession will not weaken the security and cover of those employees whose names should not be associated with the Agency. It is understood that a large number of employees can properly receive and retain the certificates and show them to interested friends and associates. In all cases, it is important that the background of the employee, his current and/or past cover status, the probable or possible nature of future assignments, including TDY, should be the factors determining the physical control of the certificate.

3. Determinations should be based on the above criteria as to the advisability of passing responsibility for the control of the certificate to the individual. In those instances where possession is considered inadvisable, it is suggested that following formal presentation of the certificate to the individual, the certificate be returned for safe-keeping and subsequent release to the individual when appropriate.

4. In view of the importance of this matter, it is recommended that where any doubt exists, the certificate be returned to the Executive Secretary, Honor and Merit Awards Board, to be released at a more appropriate time.

5. Please notify the Executive Secretary, HMAB, extension [] of the dates on which your ceremonies will be held. Several programs are attached for your information and possible use.

STATINTL

STATINTL

Emmett D. Echols
Director of Personnel

Atts

ADMINISTRATIVE

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

ADMINISTRATIVE
INTERNAL USE ONLY

26 SEP 1966

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Ten and Fifteen Year Longevity Certificates

1. The attached rosters of persons in the Office of the Director list the names of individuals who have completed 10 and 15 years of service in this Agency as of 17 September 1966. Their individual certificates are enclosed.

2. The issuance of these certificates calls for certain controls to insure that their possession will not weaken the security and cover of those employees whose names should not be associated with the Agency. It is understood that a large number of employees can receive and retain the certificates and show them to interested friends and associates. In all cases, it is important that the background of the employee, his current and/or past cover status, the probable or possible nature of future assignments, including TDF, should be the factors determining the physical control of the certificate.

3. Determinations should be based on the above criteria as to the advisability of passing responsibility for the control of the certificate to the individual. In those instances where possession is considered inadvisable, it is suggested that following formal presentation of the certificate to the individual, the certificate be returned for safe-keeping and subsequent release to the individual when appropriate.

4. In view of the importance of this matter, it is recommended that where any doubt exists, the certificate be returned to the Executive Secretary, Honor and Merit Awards Board, to be released at a more appropriate time.

5. Please notify the Executive Secretary, HMAB, extension of the dates on which your ceremonies will be held. Several programs are attached for your information and possible use.

STATINTL

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Atts

Distribution:

Orig & 1 - Addressee

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

1 - DD/S

1 - D/Pers Reader File

OP/BSD/IAB

(14 Sep 1966) STATINTL

29 SEP 1966

DD / S REGISTRY
FILE *Personnel 3*

MEMORANDUM FOR THE RECORD

SUBJECT: Administrative Management Society

1. On 27 September the Administrative Management Society held its Federal Paperwork Management Awards Banquet at the Shoreham Hotel. There were approximately 500 people present and 21 Achievement Awards were made to employees of Government. [] was one of the recipients. Elmer B. Staats, Comptroller General, made the principal address.

STATINTL

2. There were about 18 - 20 Agency employees present for the occasion, most of whom came from the Records Management Staff and the Office of the DD/S. It was a very impressive ceremony.

[]

R. E. Bannerman
Deputy Director
for Support

STATINTL

DD/S:RLB:jvw

Distribution:

Orig - DD/S Subject w/background
1 - DD/S Chrono

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

Mr. Bannerman:

Did you want to
send copies of this
to anyone?

no

Miriam 9/29

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

21 September 1966

Mr. Bannerman:

Concerning the paperwork dinner at the Shoreham on 27 September:

STATINTL The Office of Personnel [] provided me the following information this morning. The invitation to Mr. Helms was not mailed as of yesterday so a long distance call was placed to the outfit running the dinner. The invitation will be mailed to you here [] (as advised). You and Mrs. Bannerman are invited and will sit at the head table. You will be introduced as the "Deputy Director for Support, Central Intelligence Agency" representing the Director. The dress is formal for those at the head table.

STATINTL

STATINTL [] and his wife will not be at the head table.

You and Mrs. Bannerman are invited to a special reception at 6:15 in the Regency Room at the Shoreham. The speaker for the evening will be Elmer Staats, Comptroller-General.

Seventeen others from the Agency plan to attend, including

STATINTL []

The invitation, explaining all of the above, should be received here today or tomorrow.

Miriam

Next 1 Page(s) In Document Exempt

8 September 1966

To Mr. Bannerman via Mr. Warfield -


Regarding the Federal Paperwork Management Awards, I noted that the list of "nominees" contains 21 names whereas [redacted] memorandum refers to 20 nominees and winners. I called [redacted] who attended the Administrative Management Society meeting yesterday, to ask about this discrepancy and also to ask about the apparent confusion as to whether all 21 are "winners" or "nominees".

Jeanne said that there will be six special winners, whose names are followed by an asterisk on the list, and that she had asked specifically whether the others on the list were in fact winners and she was told "Yes, they are winners and will be treated as such and will be at the head table." She does not know the explanation for the list of 21 and the repeated reference to 20 by Administrative Management Society officers.

Jeanne says we should receive the official invitation to the banquet next week. The invitation should eliminate any doubt about the status of Mr. [redacted]

✓T
VRT

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

TO:		DATE
Deputy Director for Support		SEP 26 1955
ROOM NO.	BUILDING	
7 D 26	Headquarters	
REMARKS:		
<p>Per our conversation of 6 September, the Director will be unable to attend the banquet on 27 September and requests that you attend in his place.</p> <p> L. K. White</p>		
FROM:		
Executive Director-Comptroller		
ROOM NO.	BUILDING	EXTENSION
7 D 26	Headquarters	

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

STAT

~~ADMINISTRATIVE~~
INTERNAL USE ONLY

66-3898

DDS 66-4781

7 September 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Federal Paperwork Management Award

1. This memorandum is for information only.

2. The Administrative Management Society held a meeting of several Federal Government Information Officers at the National Archives Building today. [] attended from here.

3. The purpose of this meeting was to announce to each representative the names of the 20 Federal Paperwork Management Award Winners, and to request that each agency publicize the award internally and give adequate recognition to their award winners.

4. CIA's nominee, [] is one of the 20 nominated. He has not yet been notified, however, the meeting today was followed by an open press conference.

5. Invitations will be mailed to you, and to [] and his wife, to attend the banquet and to sit at the head table on Tuesday, September 27. The affair will take place at the Shoreham Hotel, the social hour will be at 6:30 p.m. and dinner, 7:30 p.m. Last year some Heads of Agencies attended, some sent their Deputies and some sent their Assistants for Administration.

We understand that the Office of Personnel [] has already received some 30 tickets for sale.

6. A copy of this memorandum is being sent to Colonel White and to Mr. Bannerman for their consideration as to internal publicity for Mr. [] perhaps at the Annual Awards Ceremony, on the 19th of September, despite the fact that it would precede the official presentation to Mr. [] by the Administrative Management Society.

Joseph C. Goodwin
Assistant to the Director

cc: ✓ Exec Dir
DDS

Attach: a. List of 1966 Award Winners
b. AMS memo dated August 26, 1966.
c. Memo to AMS from [] dated June 1966

INTERNAL USE ONLY

ADMINISTRATIVE MANAGEMENT SOCIETY

GOVERNMENT PAPERWORK MANAGEMENT AWARDS

PAGE

NOMINEE

NOMINATING AGENCY

Robert E. Beets

General Services Administration

Miss Frances T. Bourne

Department of State

Rufus L. Carpenter

Veterans Administration

Robert J. Drummond

Civil Service Commission

Joseph F. Gorman *

Atomic Energy Commission

Ira F. Haddock *

Department of the Navy

Mrs. Phyllis T. Jenness

National Aeronautics & Space Admin.

Horace H. Kramer

Department of Commerce

Herbert E. LaCroix

Federal Aviation Agency

Ollon D. McCool *

Department of the Army

William J. McLaughlin

Department of Labor

Bruce McNair

Treasury Department

Mrs. Mildred C. Portner

Librarian of Congress

Robert D. Rice

Defence Intelligence Agency

John M. Riley

Department of Health, Education
and Welfare

Everett E. Shaats

Post Office Department

William A. Snyder

Defence Supply Agency

Frank X. Thornton *

Department of the Air Force

Charles E. Wylie *

Department of Agriculture

William F. Zimmerman *

Government of the District of
Columbia

ADMINISTRATIVE MANAGEMENT SOCIETY
215 OL 9-4300 WILLOW GROVE, PENNSYLVANIA 19090

August 26, 1966

Mr. George F. Morau
Assistant to the Director
Central Intelligence Agency
Washington, D. C. 20505

INVITATION -- BRIEFING

For the second straight year, the Administrative Management Society is sponsoring the Federal Paperwork Management Awards Program. We are greatly encouraged by the significant response to this year's program.

The Awards Program will take place at a Banquet on September 27, 1966 at 7:30 p.m., at the Shoreham Hotel, Washington, D. C., to recognize one or more Federal employees for outstanding efficiency in the management of Government Paperwork. This year, the Society will cite over 20 Federal employees for their efforts in developing programs of great significance in this drive for further advances in cutting Federal Paperwork which results in cost savings and increased efficiency.

The Honorable Elmer B. Staats, Comptroller General of the United States, will be the key speaker at the Awards Banquet in September. The Toastmaster for the Banquet will be Representative Edward P. Boland, Committee Appropriations, House of Representatives. The Awards will be made by our International President, L. W. Lynett, Manager, Administrative Services, IBM Corporation, Armonk, New York.

We would like to present the full AMS Awards Banquet story to you. We would be honored and delighted if you could meet with us, and other invited Public Affairs Officers, at a coffee-break and briefing to be held on September 7, at 10:00 a.m., room 105, National Archives Building, Washington, D. C.

Will you honor us with an affirmative response?



ROBERT C. WALTER, EXECUTIVE DIRECTOR

DD/S 66-3350
ER 66-1404/a

30 JUN 1966

Mr. Robert C. Walter, Executive Director
Administrative Management Society
Willow Grove, Pennsylvania 19090

Dear Mr. Walter:

STATINTL
The Central Intelligence Agency welcomes the opportunity to nominate [] our Records Administration Officer, for the second annual Federal Paperwork Management Award.

STATINTL
[] has relentlessly pursued a program of improving the Agency's records and paperwork management for a period of fifteen years. Largely as a result of his professional competence and his leadership, we have an Agency-wide program which has significantly benefited the intelligence collection efforts of the Central Intelligence Agency and other elements in our intelligence community. I think his success in applying sound administrative principles to our Agency's complex and unique problems of records management and his efforts to inspire others to improve paperwork management merit public recognition.

I am very interested in all endeavors to improve administration in the Federal Government and wish to express my appreciation to the Officers and the Directors of the Society for focusing attention on professional achievements in the critical area of paperwork management.

Sincerely,

/s/ Richard Helms

Richard Helms
Director

Enclosure

STATINTL
STATINTL
OP/BS [] rms (28 Jun 66)

Retyped: O/ExDir [] lp (30 Jun 66)

Distribution: O&I - Addressee 1 - ER 1 - D/Security 2 - DD/S

ADMINISTRATIVE —

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

INTERNAL USE ONLY

10/66 4742

7 September 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Federal Paperwork Management Award

1. This memorandum is for information only.

2. The Administrative Management Society held a meeting of several Federal Government Information Officers at the National Archives Building today. [] attended from here.

3. The purpose of this meeting was to announce to each representative the names of the 20 Federal Paperwork Management Award Winners, and to request that each agency publicize the award internally and give adequate recognition to their award winners.

4. CIA's nominee, [] is one of the 20 nominated. He has not yet been notified, however, the meeting today was followed by an open press conference.

5. Invitations will be mailed to you, and to [] and his wife, to attend the banquet and to sit at the head table on Tuesday, September 27. The affair will take place at the Shoreham Hotel, the social hour will be at 6:30 p.m. and dinner, 7:30 p.m. Last year some Heads of Agencies attended, some sent their Deputies and some sent their Assistants for Administration.

We understand that the Office of Personnel [] has already received some 30 tickets for sale.

6. A copy of this memorandum is being sent to Colonel White and to Mr. Bannerman for their consideration as to internal publicity for Mr. [] perhaps at the Annual Awards Ceremony, on the 19th of September, despite the fact that it would precede the official presentation to Mr. [] by the Administrative Management Society.

Joseph C. Goodwin
Assistant to the Director

cc: Exec Dir
✓IDS (2)

Attach: a. List of 1966 Award Winners
b. AMS memo dated August 26, 1966.
c. Memo to AMS from Mr. Helms, 30 June 1966

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

ADMINISTRATIVE —

ADMINISTRATIVE MANAGEMENT SOCIETY
215 OL 9-4300 WILLOW GROVE, PENNSYLVANIA 19090

August 26, 1966

Mr. George F. Morau
Assistant to the Director
Central Intelligence Agency
Washington, D. C. 20505

INVITATION -- BRIEFING

For the second straight year, the Administrative Management Society is sponsoring the Federal Paperwork Management Awards Program. We are greatly encouraged by the significant response to this year's program.

The Awards Program will take place at a Banquet on September 27, 1966 at 7:30 p.m., at the Shoreham Hotel, Washington, D. C., to recognize one or more Federal employees for outstanding efficiency in the management of Government Paperwork. This year, the Society will cite over 20 Federal employees for their efforts in developing programs of great significance in this drive for further advances in cutting Federal Paperwork which results in cost savings and increased efficiency.

The Honorable Elmer B. Staats, Comptroller General of the United States, will be the key speaker at the Awards Banquet in September. The Toastmaster for the Banquet will be Representative Edward P. Boland, Committee Appropriations, House of Representatives. The Awards will be made by our International President, L. W. Lynett, Manager, Administrative Services, IBM Corporation, Armonk, New York.

We would like to present the full AMS Awards Banquet story to you. We would be honored and delighted if you could meet with us, and other invited Public Affairs Officers, at a coffee-break and briefing to be held on September 7, at 10:00 a.m., room 105, National Archives Building, Washington, D. C.

Will you honor us with an affirmative response?


ROBERT C. WALTER, EXECUTIVE DIRECTOR

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

DD/S 66-3350
ER 66-1404/a

30 JUN 1966

Mr. Robert C. Walter, Executive Director
Administrative Management Society
Willow Grove, Pennsylvania 19090

Dear Mr. Walter:

STATINTL
The Central Intelligence Agency welcomes the opportunity to nominate [redacted] our Records Administration Officer, for the second annual Federal Paperwork Management Award.

STATINTL
[redacted] has relentlessly pursued a program of improving the Agency's records and paperwork management for a period of fifteen years. Largely as a result of his professional competence and his leadership, we have an Agency-wide program which has significantly benefited the intelligence collection efforts of the Central Intelligence Agency and other elements in our intelligence community. I think his success in applying sound administrative principles to our Agency's complex and unique problems of records management and his efforts to inspire others to improve paperwork management merit public recognition.

I am very interested in all endeavors to improve administration in the Federal Government and wish to express my appreciation to the Officers and the Directors of the Society for focusing attention on professional achievements in the critical area of paperwork management.

Sincerely,

/s/ Richard Helms

Richard Helms
Director

Enclosure

STATINTL
STATINTL
OP/ESD/[redacted]kms (28 Jun 66)
Retyped: O/ExDir [redacted]blp (30 Jun 66)
Distribution: O&I - Addressee 1 - ER 1 - D/Security 2 - DD/S
Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

STATINTL

STATINTL

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

Next 2 Page(s) In Document Exempt

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

ADMINISTRATIVE MANAGEMENT SOCIETY
215 OL 9-4300 WILLOW GROVE, PENNSYLVANIA 19090

*Copy -
RFB took original
home 9-23-66*

September 20, 1966

Head Table Guests

FEDERAL PAPERWORK MANAGEMENT AWARDS BANQUET

We are indeed honored to have you as a Head Table guest for the first Annual Federal Paperwork Management Awards Banquet to be held at the Shoreham Hotel on Tuesday, September 27. I believe it will be helpful to you to have the following information as you plan your attendance at this dinner:

1. Dress for the Head Table will be appropriate Formal attire (Black Tie or uniform). If your wife will accompany you, appropriate Formal attire will be in order.
2. A corsage will be provided for the ladies.
3. You are invited to attend a Head Table Reception to be held in the Executive Room of the Shoreham Hotel at 6:30 p.m. We would request that you plan to arrive no later than 7:00 p.m. so that the Head Table guests can be lined up in proper position to proceed to the Ballroom for the start of the Banquet.
4. While complimentary tickets have been mailed to you, it will not be necessary to bring these tickets to the Banquet. Tickets for the Head Table will be given to the Captain of the waiters.
5. Place cards will be on the Head Table to identify your position should there be any confusion during the moving to the Head Table from the reception room.
6. Head Table guests will be introduced by Toastmaster Edward P. Boland following the service of the dinner.

It is our hope that this will be a memorable evening for your nominee as we recognize his outstanding record of achievement. We are appreciative of your presence on the Head Table as a further tribute to this outstanding person in your department or agency.

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010025-1

RFB
R. E. LARCOM, ADMINISTRATOR, FEDERAL PAPERWORK MANAGEMENT AWARDS

ADMINISTRATIVE MANAGEMENT SOCIETY
GOVERNMENT PAPERWORK MANAGEMENT AWARDS

PAGE

NOMINEE

NOMINATING AGENCY

Robert E. Beets

General Services Administration

Miss Frances T. Bourne

Department of State

Rufus L. Carpenter

Veterans Administration

Central Intelligence Agency

Robert J. Drummond

Civil Service Commission

Joseph F. Gorman *

Atomic Energy Commission

Ira F. Haddock *

Department of the Navy

Mrs. Phyllis T. Jenness

National Aeronautics & Space Admin.

Horace H. Kramer

Department of Commerce

Herbert E. LaCroix

Federal Aviation Agency

Ollon D. McCool *

Department of the Army

William J. McLaughlin

Department of Labor

Bruce McNair

Treasury Department

Mrs. Mildred C. Portner

Librarian of Congress

Robert D. Rice

Defence Intelligence Agency

John M. Riley

Department of Health, Education
and Welfare

Everett E. Shaats

Post Office Department

William A. Snyder

Defence Supply Agency

Frank X. Thornton *

Department of the Air Force

Charles E. Wylie *

Department of Agriculture

William F. Zimmerman *

Government of the District of
Columbia

INTERNAL USE ONLY

6 Special Awards

For information, a note from the Vice
President expressing his regrets.

RLB
R. L. Bannerman
26 SEP 1966

DD/S:RLB:jvw (26 Sep 66)
Distribution:
Orig - Adse w/DD/S 66-5094
~~1~~ - DD/S Subject
1 - DD/S Chrono

DD/S 66-5094: Ltr dtd 19 Sep 66 to R. L.
Bannerman fr Hubert H.
Humphrey; subj: regrets